DRAFT

UC VENDOR/SHARED CATALOGING STANDARDS FOR AUDIO RECORDINGS

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This draft document represents the standards that would be used for consortial cataloging of audio recordings, whether the cataloging be done at a UC campus or externally by vendors.

These standards supplement the documents developed by the Music Library Association in its *Best Practices for Music Cataloging Using RDA and MARC21* (February 15, 2013 draft, abbreviated below as *BP*) and by the Program for Cooperative Cataloging and its *PCC RDA BIBCO Standard Record (BSR) Metadata Application Profile* (January 1, 2013 revision, abbreviated below as *BSR*). Our basic recommendation is to follow the BP in most cases, and to follow the BSR when the BP document doesn't provide direction. The standards below address situations in which the BP and BSR recommendations conflict, where the recommendations leave the cataloger with two or more options, when it is desirable to emphasize or clarify a recommendation, and where neither the BP nor BSR provides guidance on a practice we would like to standardize.

Note that the BSR contains recommendations for formats other than audio recordings, and for situations where the material is considered rare. It is expected that the cataloger would follow those further guidelines when processing rare materials or when there is accompanying material considered to be a significant component of the resource.

To the best practices below we add some basic requirements not addressed in the BP and BSR:

- All authorized access points will be verified against the OCLC Name Authority File. Any forms found will be used in the catalog record; the guidelines below specify describe how to apply relationship designators. When the access point is not in the authority file, the form of the heading will be structured according to RDA.
- Subject terms will be verified against LCSH. Forms used in the bibliographic record must appear in LCSH unless they are pattern headings of the kind described in the Subject Cataloging Manual (SCM). Subdivisions will be given in the order prescribed in the SCM.
- We will not require that classification be required for audio recordings.
- When copy catalogers work with a pre-RDA record that they do not choose to upgrade to RDA, they will follow PCC's Guidelines on Hybrid Bibliographic Records
- Copy catalogers will share their work with the broader cataloging community by upgrading the description in the OCLC master record whenever appropriate. Note that copy catalogers will encounter information in the OCLC master database records that is perfectly correct though it might differ from the standards laid out here; in these cases catalogers generally will not impose our standard practice onto the master record unless permitted in guidelines such as those for hybrid records. Also, in no case should a copy cataloger remove work-, expression- or manifestation-level access points from a bibliographic record if there are more access points than the cataloger would ordinarily have provided.

Documents referenced:

Draft of Preliminary UC Vendor/Shared Cataloging Standards for Audio Cataloging, the precursor to this document: https://drive.google.com/?tab=mo&authuser=0#folders/0BxViFaIR72G1LWRqT3BfZEdhUjg

MLA BP: http://bcc.musiclibraryassoc.org/BCC-Historical/BCC2013/RDA_Best_Practices_for_Music_Cataloging.pdf

PCC BSR: http://www.loc.gov/aba/pcc/scs/documents/PCC-RDA-BSR.docx

PCC's Guidelines on Hybrid Bibliographic Records: http://www.loc.gov/aba/pcc/rda/RDA%20Task%20groups%20and%20charges/PCC-Hybrid-Bib-Rec-Guidelines-TG-Report.docx

UC BEST PRACTICES

RDA RULE	RDA INSTRUCTIONS & ELEMENTS	UC BEST PRACTICE
1.5	Type of Description	Follow MLABP; prefer giving both original script and Romanized forms for CJK materials; give transliterated forms only of other languages.
1.7.1	Transcription	Generally follow RDA Appendix A for transcription, being sure to follow Exception for unusual capitalization.
2.3.4	Other Title Information	Follow BSR and first paragraph of BP. (Second paragraph of BP refers to 2.3.6.3, see below.)
2.3.6.3	Recording Variant Titles	Generally Follow BP. Record variant titles in 246 31 with source of variant title in $i.
2.4.2	Statement of Responsibility Relating to Title Proper	Follow BP, including option to record statements of responsibility relating to title proper from anywhere from the resource being cataloged.
2.5	Edition Statement	Follow BP recommendations for recording various aspects of the edition statement. After OCLC implements the January, 2013 MARBI decision to make the 250 field repeatable, give separate designations of edition in separate 250 fields.

RDA RULE	RDA INSTRUCTIONS & ELEMENTS	UC BEST PRACTICE
2.7	Production Statement	Record in 264 #0; do not record in 260.
2.8	Publication Statement	Except where noted immediately below, follow BP recommendations for recording various components of the publication statement. Record in 264 #1; do not record in 260.
2.8.6	Date of Publication	Follow BSR. When item lacks date of publication, when possible, infer date from date of distribution, date of manufacture or copyright date instead of supplying "[date of publication not identified]."
2.9	Distribution Statement	Generally provide distribution statement for audio titles. Follow BP on how to record. If date of distribution was used to infer date of publication, do not transcribe. Record in 264 #2, not 260.
2.10	Manufacture Statement	Follow BP (i.e., follow LC-PCC PS); when supplying manufacture statement, do so in 264 #3, not 260.
2.11	Copyright Date	Follow BP; always record phonogram in 264 #4, not 260. Record in 008/6, 008/11-14 where appropriate.
3.10.2	Generation of Audio Recording	Generally do not record unless considered important.
3.20	Equipment or System Requirement	Follow BSR for direct access audio resources. Follow BP for certain other categories of audio recordings; record in 538 $a.
4.6	Uniform Resource Locator	Follow BSR's recommendation not to record institution-specific URLs.
6.5	Place of Origin of the Work	Follow BSR and incorporate into preferred access point for the work if needed to differentiate. Note that MARC lacks a way to code this data element in the bibliographic record, however.
6.6	Other Distinguishing Characteristic of the Work	For non-musical works Follow BSR and incorporate into preferred access point for the work if needed to differentiate; for musical works follow BP 6.28.1.9 and RDA 6.28.1.10. Do not record as a separate data element in the bibliographic record.
6.10.1.3	Recording Date of Expression	Follow BP (topic listed as 6.10.3).

RDA RULE	RDA INSTRUCTIONS & ELEMENTS	UC BEST PRACTICE
6.15	Medium of Performance	Generally follow BP for bibliographic records when the audio recording is of one work, or if the recording has a single or predominant medium of performance. Otherwise do not supply Medium of Performance as a separate element.
6.15.1.5	Medium of Performance—Standard Combinations of Instruments	Follow instructions above for 6.15. If supplying 382 field, when recording the medium of performance for standard combinations of instruments, create two 382 fields: • The first should apply the instruction at 6.15.1.5 Standard Combinations of Instruments, e.g., the medium recorded for a string quartet would be "strings." • The second 382 should apply the instruction at 6.15.1.4 ignoring the 3rd exception relating to standard combinations, e.g., the medium recorded for a string quartet would be "violins (2), viola, cello."
6.16	Numeric Designation of a Musical Work	Follow BSR and add to authorized access point if needed to differentiate. Further, only when the audio recording consists of a single work, follow BP and provide a 383.
6.16.1.3.1	Serial Number	Add to authorized access point if needed to differentiate. Further, only when the audio recording consists of a single work, follow, follow BP and provide a 383.
6.16.1.3.2	Opus Number	Follow BP and provide a 383 when the audio recording consists of a single work.
6.16.1.3.3	Thematic Index Number	Follow BP and provide a 383 when the audio recording consists of a single work.
6.17	Key	Follow BP and provide a 384 when the audio recording consists of a single work.
6.18	Other Distinguishing Characteristic of the Expression of a Musical Work	Follow BP and provide a 381 when the audio recording consists of a single work.
6.27.1.4	Authorized Access Point Representing a Work—Compilations of Works by Different Persons, Families, or Corporate Bodies	Follow BP (listed incorrectly as second 6.27.1.3).

RDA RULE	RDA INSTRUCTIONS & ELEMENTS	UC BEST PRACTICE
6.28.3.3	Authorized Access Point Representing a Musical Expression—Added Accompaniments, Etc.	Generally Follow BP; however, do not supply classification for audio recordings.
7.11	Place and Date of Capture	Generally Follow BP and supply subfielded 518. When feasible additionally supply 033 with date(s) but not coded geographical place.
7.12.1.3	Recording Language of the Content	Follow BP, coding both 542 and 041 fields.
7.13.3	Form of Musical Notation	Follow BP, including capitalization and punctuation of 546 note.
7.22.1.3	Duration—Playing Time, Running Time, Etc.	Follow BP; when giving duration for a single work encode in 300 and 306.
7.22.1.5	Duration of Individual Parts	Follow BP; encode in 500 or 505 note and, when feasible, in 306.
18.5.1.3	Recording Relationship Designators	Follow BP. Select the most granular RDA designator term when there is a hierarchy of appropriate terms; e.g., apply "conductor" and "singer" instead of the less granular "performer." Supply multiple terms if more than one applies, attaching them to a single authorized access point, the terms separated by commas, arranged by predominance. [Other options we might want to prescribe: in WEMI or alphabetical order?????????????????????????????].
25.1	Related Work	Generally follow BP, though note that the guidelines should apply mainly to 26.1, Related Expression. When feasible give both access points and structure or unstructured descriptions, keeping in mind that this may not be feasible for works outside of Western art music.
		Do not exercise option in BSR to trace series.
26.1	Related Expression	Generally Follow BP 25.1. When feasible give both access points and structure or unstructured descriptions, noting that this may not be feasible for works outside of Western art music.
		Follow BP 26.1 for related original expressions.

ADDITIONAL RECOMMENDATIONS CORRESPONDING TO THE BSR'S REQUIRED NON-RDA AND MARC DATA FOR AUDIO RECORDINGS

RELATED RDA RULE	MARC21 ELEMENTS	MARC ENCODING	INSTRUCTIONS IN BSR?	INSTRUCTIONS IN MLA BP?	NOTES
N/A	Type of Record	Ldr/06	Yes	No	Follow BSR.
2.13	Bibliographic Level	Ldr/07	Yes	Yes	Follow BP.
N/A	Encoding Level	Ldr/17	Yes	No	Use code "I" instead of BSR's "blank" value.
N/A	Descriptive Cataloging Form	Ldr/18	Yes	No	Follow BSR.
3.2	Category of Material	007/00	Yes	Yes	Follow BP Chapter 3 Appendix, column 3.2.
3.3	Specific Material Designation	007/01	Yes	Yes	Follow BP Chapter 3 Appendix, column 3.3.
3.16.4	Speed	007/03	Yes	Yes	Follow BP Chapter 3 Appendix, column 3.16.4.
3.5	Dimensions	007/06	Yes	Yes	Follow BP Chapter 3 Appendix, column 3.5.
2.8.6-2.11	Type of Date/Publication Status	008/06	Yes	Yes	Follow BP 2.11 and record phonogram/copyright date as a separate data element as appropriate.
2.8.6-2.11	Date 1	008/07-10	Yes	Yes	Follow BP 2.11 and record phonogram/copyright date as a separate data element as appropriate.
2.8.6-2.11	Date 2	008/11-14	Yes	Yes	Follow BP 2.11 and record phonogram/copyright date as a separate data element as appropriate.
N/A	Place of Publication, Production, or Execution	008/15-17	Yes	No	Follow BSR.

RELATED RDA RULE	MARC21 ELEMENTS	MARC ENCODING	INSTRUCTIONS IN BSR?	INSTRUCTIONS IN MLA BP?	NOTES
7.20	Format of Music	008/20	Yes	Yes	Follow BP.
7.20	Music parts	008/21	No	Yes	Follow BP.
N/A	Form of Item	008/23	Yes	No	Follow BSR.
6.11	Language	008/35-37	Yes	Yes	Follow BP.
N/A	Modified Record	008/38	Yes	No	Follow BSR.
N/A	Cataloging Source	008/39	Yes	No	Use "c."
N/A	Cataloging Source: Language of Cataloging	040 $b	Yes	No	Follow BSR.
N/A	Cataloging Source: Description Conventions	040 $e	Yes	No	Follow BSR.
6.11	Language Code	041 $d	Yes	Yes	Follow BP.
N/A	Authentication Code	042	Yes	No	Use code of the institution for which the cataloging is being performed.
N/A	Geographic Area Code	043	Yes	No	Follow BSR.
N/A	Subject and Genre/Form Access	6XX	Yes	No	Generally Follow BSR. Use subject terms from LCSH.